



## Instructions For Filing Application For Exterior Elevation Changes

1. YOU ARE REQUIRED TO DISCUSS YOUR APPLICATION AND PLANS FOR EXTERIOR CHANGES APPROVAL WITH STAFF IN ORDER TO AVOID FILING AN INCOMPLETE APPLICATION. CALL THE CITY PLANNER AT (954) 746-3281 TO SCHEDULE AN APPOINTMENT AT LEAST 14 DAYS BEFORE THE SUBMITTAL DEADLINE. ALL APPLICATION FEES, INCLUDING POSTAGE/HANDLING (SEE CITY OF SUNRISE PLANNING AND DEVELOPMENT DEPARTMENT FEE SCHEDULE), MUST BE PAID AT THE TIME OF SUBMITTAL.
2. Application (12 copies) of Exterior Changes Approval form duly executed by owner.
3. Twelve (12) copies of the legal description/survey of the site.
4. Twelve (12) copies of plans drawn to scale, showing all the building facades, including color notation(s), and color chips identifying color changes.
5. Twelve (12) copies of a letter describing the request.
6. It is required that within a 500 ft. radius of the property line of the property which is the subject of this application, that all property owners shall be notified of said hearing. Therefore, the following is required of the applicant and must be presented at the time the application is filed:
  - a. A certified list of names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium must be notified.
  - b. One (1) typewritten set of gummed labels with the above names and addresses printed thereon. These labels will be used by the City to notify the public of your hearing.

c. The certified list may be obtained in one of the following two ways:

- 1) The applicant may contract with any company listed below who will prepare the mailing list for a fee charged to the applicant. The City of Sunrise neither recommends nor endorses any of these companies, but is merely providing you with the names and phone numbers of those who are presently available to the City's knowledge. Fees may vary among these companies:

All Data Real Estate Systems	(954) 772-1800
Florida Real Estate Decisions	(954) 942-0344
Saltz Michaelson Architects	(954) 266-2700
Harmon Garrin Appraisals	(954) 587-5323
SSConsulting, LLC	(954) 786-5711

- 2) Alternatively, the applicant may go to the Department of Public Information of the Broward County Property Appraiser at 115 South Andrews Avenue, Room 111, Fort Lauderdale. The office is open from 8:30 a.m. - 5:00 p.m. Monday - Friday, Phone # (954) 357-6830. With the provision of a folio ID number, their staff will assist you in the determination of the radius and furnish you with copies of the current tax roll. However, their staff will not certify the accuracy or completeness of the list. Therefore, the accurateness of the list provided to the City for mailing is done so at the owner/agent's risk and must be supplemented with the attached affidavit.

7. Sign on site: At least thirty (30) days prior to each scheduled hearing before the City Commission, the applicant must place upon the property a four foot by four foot (4' x 4') sign(s) facing each of the road rights-of-way on which the property fronts. If the property does not front on a road right-of-way, the sign(s) shall be placed on the property in such a manner as to give maximum exposure to the public. The sign(s) shall remain on the property until the final disposition of this application by the City Commission. The sign(s) shall be removed within seven (7) days thereafter. The sign(s) shall contain large lettering which shall be easily read by the public from the perimeter of the property, and said lettering shall indicate:

- a) project name
- b) type of project (use)
- c) address, date & time of hearing - City Commission meeting
- d) phone number for information – (954) 746-3281

This application includes an affidavit for the required posting of hearing notice signs on the site, which must be completed, signed, notarized and submitted to the

City prior to the Planning and Zoning Board meeting. The applicant must also provide photograph(s) of the sign(s), signed and dated, and a copy of a plat or site plan indicating the location(s) of the required signage in reference to the subject site.

FAILURE TO COMPLY WITH THIS REQUIREMENT WILL DELAY THE APPROVAL PROCESS.

8. Twelve (12) sets of photographs of the existing building(s).
9. Fees for filing, advertising and gummed labels must be paid at time of submittal. Please make checks payable to the City of Sunrise, in the amounts specified in the CITY OF SUNRISE PLANNING & DEVELOPMENT DEPARTMENT FEE SCHEDULE, a copy of which is attached.
10. Applicants must file their application according to the attached schedule. Applications must be approved by the Planning & Zoning Board and the City Commission. Your presence at all meetings is required.
11. When submitting packets to the City, please have the above items collated into individual sets in the following order:
  - Photographs
  - Letter Describing Request
  - Exterior Elevation Changes
  - Application Form
  - Affidavits/Owner's Sworn to Consent
  - Elevations & Color Chips



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Planning and Development Department Application For Exterior Elevation Changes

1. Name of Business \_\_\_\_\_  
Name of Applicant \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
2. Name of Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_
3. Legal Description of Property Covered by this Application:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Is this hearing being requested as a result of a violation notice or summons?  
Yes    No    If yes, in whose name was the violation or summons notice served?  
\_\_\_\_\_  
Nature of Violation \_\_\_\_\_  
\_\_\_\_\_
5. Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_



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**AFFIDAVIT OF OWNER OR AGENT  
Certification of Property List**

I, \_\_\_\_\_ (as the owner or the authorized agent), for the property known as \_\_\_\_\_, specifically located at \_\_\_\_\_, and recorded in the \_\_\_\_\_ County Public Records in Plat Book \_\_\_\_\_, Page \_\_\_\_\_ being first duly sworn, depose and say that I am the owner or agent of the Property described in the above application for public hearing; that I have submitted or have caused to be submitted a Property Owner List located within a 500 foot radius or 300 foot radius (whichever is applicable) of the subject application and that to the best of my knowledge and belief said list is true and accurate.

The list of the names and addresses of all property owners located within the aforementioned radius of the exterior boundary of the subject property is to be made a part of this application. If the subject property constitutes only a portion of a contiguous ownership parcel, the exterior boundary from which the appropriate radius is to be projected will be the exterior boundary of the entire contiguous ownership parcel. All unit owners in a condominium building that partially falls within the applicable radius will be notified.

\_\_\_\_\_  
\_\_\_\_\_  
Print Name

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of Florida

\_\_\_\_\_  
Print Name



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## AFFIDAVIT OF OWNER OR TENANT

I, \_\_\_\_\_ (all owners on deed / all tenants on lease), being first duly sworn, depose and say that I am the \_\_\_\_\_ owner \_\_\_\_\_ tenant (check one) of the Property described in the above application for public hearing; that all the answers to the questions in this application, sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on my behalf, am found to have made a material misrepresentation regarding this application, I understand the application can be cancelled, and any exterior elevation change granted can be made null and void by the City, at its sole option.

\_\_\_\_\_  
Print Name:\_\_\_\_\_

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name:\_\_\_\_\_



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## ATTORNEY AFFIDAVIT

I, \_\_\_\_\_, being first duly sworn, depose and say that I am an Attorney at Law, who is licensed to practice in the State of Florida, who represents the Owner of the property described above, and which is the subject matter of a proposed public hearing; that all data and other supplementary matter attached to and made a part of this application are honest and true to the best of my knowledge and belief. I understand this application must be accurately completed before a hearing can be advertised. I have advised my client that any material misrepresentation made regarding this application, either oral or written, can cause this application to be cancelled, and any exterior elevation change granted may become voided by the City of Sunrise, at its sole option.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_



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## CORPORATION AFFIDAVIT

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the President of \_\_\_\_\_, a corporation existing under the laws of the State of \_\_\_\_\_, and who is authorized by the corporation to file this application for public hearing; that all answers to the questions in said application, sketches, data, and other supplementary matter attached to and made a part of the application, are honest and true to the best of my knowledge and belief; that said corporation is the \_\_\_\_\_ owner \_\_\_\_\_ tenant of the property described herein and which is the subject matter of the proposed hearing. I understand this application must be accurately completed before a hearing can be advertised. In the event that I, or anyone appearing on behalf of the corporate applicant, am found to have made a material misrepresentation, either oral or written, regarding this application, it is understood that the application can be cancelled, and any exterior elevation change granted may be made null and void by the City of Sunrise, at its sole option.

\_\_\_\_\_  
President's Signature (Corp. Seal)

ATTEST:

\_\_\_\_\_  
Secretary's Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_





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### **DISCLOSURE OF OWNERSHIP**

Please list below the name, address, and percentage of ownership of any owner of the real property that is the subject matter of this application. Include all parties who have a financial interest, either directly or indirectly, in the subject real property, including but not limited to, all shareholders, beneficiaries to a trust, partners to any partnership agreement, and members of an investment group involving local participation.

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## **OWNER'S SWORN CONSENT**

### **PERMITTING CONTRACT PURCHASER TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_, my contract purchaser, to file this application for a public hearing.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Note: Each owner of the Property must execute this form.



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## **OWNER'S SWORN CONSENT**

### **PERMITTING TENANT TO FILE FOR A HEARING**

I, \_\_\_\_\_, being first duly sworn, depose and say that I am the owner of the Property described in the above application, which is the subject matter of the proposed hearing, and do hereby authorize \_\_\_\_\_, my tenant, to file this application for a public hearing.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who  
has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_

Note: Each owner of the Property must execute this form.



Affidavit – Section 16-31(e)(7) Posted Notice

**SITE PLAN/MASTER PLAN**

I, \_\_\_\_\_, as the owner authorized agent (check one) for the real property known as \_\_\_\_\_, located at \_\_\_\_\_, and legally described as \_\_\_\_\_, as recorded in the Broward County Records at Plat Book \_\_\_\_\_, Page \_\_\_\_\_ (if applicable), do hereby attest that I installed or caused to have installed, \_\_\_\_\_ sign(s) located on the above referenced property in compliance with City Code Section 16-31(e)(7) on \_\_\_\_\_, 20\_\_\_\_, which is at least 30 days in advance of the City Commission hearing on the site plan master plan (check one) for the proposed project scheduled for \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner Authorized Agent  
(Check One)

State of \_\_\_\_\_,  
County of \_\_\_\_\_:

Sworn and subscribed to before me, a Notary Public, by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is either personally known to me or who has produced \_\_\_\_\_ as identification.

My Commission Expires:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_  
Print Name: \_\_\_\_\_